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8 December 1972

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. COURSE MATTERS

1. NPIC Team Building Seminar

25X1A The Bureau of National Affairs (BNA) Films Division has agreed to lend a copy of their film, "Individuality and Teamwork" to the MTF for a preview showing early next week. This film is one of a series of five featuring [REDACTED] The series, entitled [REDACTED] book of the same name. NPIC's request for a Team Building seminar prompted our interest in the film.

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2. Performance Appraisal Workshop

Fifteen students (four women) are enrolled in the 11 December Performance Appraisal workshop; five are from the Intelligence Directorate, five from the Support Directorate, four from the Science and Technology Directorate, and one from the Clandestine Service.

3. Planning and Control of Work Workshop

Fourteen students (four women) are enrolled in the 12 - 13 December Planning and Control of Work workshop; eleven from the Support Directorate, two from the Intelligence Directorate, and one from the Clandestine Service.

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4. The Project Officer in the Contract Cycle

Unless last-minute cancellations are received, 24 persons will report at 0800, 11 December, to the Chamber of Commerce Building for the third offering of this course this Fiscal Year. Beginning in calendar year 1973, the course will be given at [] TOP SECRET security approvals have been granted to the two

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[] instructors - [] and [] A SECRET security approval has been requested for a new member of the [] instructing staff who will fill in if either of the other gentlemen is unable to be on hand.

5. Field Administration

a. Rewriting of the Logistics Training Manual, which is the workbook of the course, is in the final stages. The manuscript will be delivered to the Printing Services Division on or about 15 December if all goes according to plan.

b. To facilitate training for CS employees who must take both this course and the Ops Support course before going overseas, the Chiefs of the Operations and Support Schools agreed to reschedule one running of each course during the period January to June 1973. These changes have been coordinated with ISS. In the future, the two schools will schedule these courses jointly to prevent simultaneous runnings.

6. Effective Writing Workshop

The third offering of this course this Fiscal Year was concluded on 29 November. Twelve persons completed the course.

7. Office Management

a. A list of those we recommend be invited to attend the 16 - 19 January offering of this course has been compiled and will be forwarded to the DTR for approval.

b. On 6 December six members of the first class in Office Management were invited to a special showing of the Bell Telephone Company's new version of the film, "How to Lose Your Best Customer Without Really Trying". On the basis of viewer comments we have decided to use the film in the January session. Evaluation of the comments of that class will help us to decide whether or not to show the film to subsequent classes.

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B. GENERAL

1. In response to a telephone call to Time-Life Video's office in New York, additional literature on their video cassette course in speed reading will be forwarded to us. Included will be more information on equipment and on survey data and statistics regarding improvement in speed and comprehension of persons who have taken the course. We also learned that USIA's Career Management and Training Division has been using the program since early October. After the additional literature has been scrutinized, a meeting with USIA personnel will be arranged in an effort to evaluate the program further.

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2. At the request of the AF Division's Training Officer, Mrs. [redacted] met with that gentleman to discuss his informal proposal that there be a training course in office management for AF Division secretaries at the branch level. The upshot of the meeting was that the AF Division will consider this requirement at greater length and submit it in a formal memorandum to OTR if further action is desired.

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3. [redacted] of Clerical Training is attending Support Services Review: Trends and Highlights this week.

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[redacted]
Chief, Support School, OTR

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MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

1. We held our monthly staff and faculty meeting on Wednesday, 6 December. [] Chief, Printing Services Division gave a half-hour slide show and briefing on the printing capability of the Agency with particular reference on how Printing Services can respond to the needs of the Language School. [] summed up for the faculty the principal points made to the linguistic staff by [] on the 30th of November. For the first time in several years the Faculty Advisory Committee had no input to the meeting.

2. [] NE Training Officer, called this week about the possibility of our sending a tester to the [] to verify the language proficiency of about 30-40 candidates that the Division wants to enroll in the incentive awards program. They agreed to bear the costs of sending one of our [] instructors overseas. Although the regulation permits the proficiency scores of candidates entering the program to be estimates by the COS, the Division was not satisfied that the estimates they received from the field were accurate. Since they pay the awards, they will probably save themselves money in the long run by financing the costs of testing. If the overseas testing project takes place, it will probably be sometime in January or February.

3. We were visited this week by [] of NPIC's training and career development staffs to discuss the offerings of the Language School. Even though NPIC has only a peripheral need for foreign languages, our visitors were very interested in getting the word about the availability of language training to NPIC personnel. We gave them back issues of Language Highlights and a briefing on the School.

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5. Language School Statistics Week of 27 November - 1 December 1972:

| <u>Students</u> | <u>Classes</u> |
|------------------------------------|----------------------------------|
| Full-time - 90 | Full-time - 36 |
| Part-time - <u>310</u> (91 BAHLT) | Part-time - <u>73</u> (11 BAHLT) |
| (170 Hqs.) | (29 Hqs.) |
| TOTAL.....400 | TOTAL.....109 |

Laboratory Hours: Language School - 193
Headquarters - 76

There were 13 proficiency tests given.



Chief, Language School

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